



STATE OF SOUTH CAROLINA  
**Retirement System**  
**Investment Commission**

PO Box 11960  
Columbia, SC 29211

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Senior Alternative Investment Officer**

*An Equal Opportunity Employer*

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**OPENING DATE:** 07/29/09

**CLOSING DATE:** 09/30/09 05:00 PM

**JOB TITLE:** Senior Alternative Investment Officer

**CLASS CODE:** UA17

**POSITION NUMBER:** 01

**SLOT NUMBER:** 01

**STATE SALARY RANGE:**

\$75,000.00 - \$135,000.00 Annually

**AGENCY HIRING RANGE - MIN:** \$75,000.00

**AGENCY HIRING RANGE - MAX:**  
\$135,000.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:** Yes

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply on-line. Supplemental questions are considered part of your official application. In addition to applying on-line, a cover letter and resume must be mailed to SC Retirement System Investment Commission, c/o Bob Borden, CEO/CIO, PO Box 11960, Columbia, SC 29211. Faxes will not be accepted. For further information regarding the position, applicants may contact Heather Muller, Assistant to CEO/CIO, Phone (803) 737-6885 or via email [hmuller@ic.sc.gov](mailto:hmuller@ic.sc.gov).

**JOB RESPONSIBILITIES:**

The Retirement System Investment Commission, as a fiduciary, is responsible for investing and managing the State's defined public pension funds, which is in excess of \$20 billion in retirement system assets.

The Senior Alternative Investment Officer is responsible for managing portfolio risk and the alternative investments reviewed and/or selected by the South Carolina Retirement Systems Investment Commission (RSIC). The primary focus of this position is oversight, evaluation, and monitoring of investment allocations over a broad range of alternative instruments including hedge funds, private equity/debt, and real estate.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree in Economics, Finance, or a related field is required. Three years of investment experience and considerable knowledge of investment terminology, principles, practices, and procedures are required.

Qualified candidates must have experience in institutional investment programs, including, but not limited to: pension funds, endowments, foundations, insurance, trust funds, etc. Candidates should have strong analytical skills and possess comprehensive knowledge of spreadsheet software with emphasis on Excel modeling, presentation graphics, and word processing. Knowledge of operational and financial risk in alternative investments, including those related to the risk modeling and risk management flow process are required. Alternative investment experience and an in-depth knowledge of at least one of the following: hedge funds, private equity, and/or real estate/assets is required.

**PREFERRED QUALIFICATIONS:**

MBA or MS in Finance, Economics, Math, Statistics, or other related field are preferred. CFA or CAIA Charterholder is preferred, or is required to obtain during employment.

**ADDITIONAL COMMENTS:**

The Senior Alternative Investment Officer receives direction from the Director of Alternative Investments. Candidates must be able to communicate effectively verbally and in writing. This agency is best suited for a multi-talented, self-motivated individual able to work in a fluid environment and complete analysis independently who is a strong team player. Candidate should have experience with computers and should be a self-starter who is proactive in accomplishing undefined tasks. The ability to establish and maintain effective working relationships with supervisors, co-workers, and other business professionals is imperative. Some travel may be required.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

PO Box 11960

Columbia, SC 29211

Job #09348

SENIOR ALTERNATIVE INVESTMENT OFFICER

HM

**Senior Alternative Investment Officer Supplemental Questionnaire**

- \* 1. Describe your experience conducting manager due diligence. Please include a list of asset classes covered.
  
- \* 2. Describe your direct work experience with alternative investments including hedge funds, private equity, real estate, etc.
  
- \* 3. Discuss your experience in a supervisory role within an investment organization.
  
- \* 4. Discuss your institutional investment experience including a description of your daily responsibilities.
  
- \* Required Question